

**To:** Joint Steering Committee for Development of RDA  
**From:** Judith A. Kuhagen, Secretary, JSC  
**Subject:** Priority order for additions to authorized access points representing a person  
(Revision of RDA 9.19)

The text below reflects the decisions made by the Joint Steering Committee during its November 2014 meeting and via email after the meeting.

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#### **9.3.1.3 Recording Dates Associated with Persons**

*[instruction unchanged except for 3<sup>rd</sup> paragraph below]*

Record dates as separate elements, as parts of access points, or as both. For additional instructions on recording dates as parts of authorized access points, see 9.19.1.3 (date of birth and/or death) or 9.19.1.5 (period of activity of the person).

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#### **9.6.1.3 Recording Other Designations Associated with Persons**

*[instruction unchanged except for last paragraph]*

Record other designations associated with the person as separate elements, as parts of access points, or as both. For additional instructions on recording a designation as part of the authorized access point, see 9.19.1.2 and 9.19.1.8.

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#### **9.6.1.9 Other Designation**

Record an appropriate designation in a language preferred by the agency creating the data.

*[examples unchanged]*

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#### **9.16.1.3 Recording Professions or Occupations**

*[instruction unchanged except for 2<sup>nd</sup> paragraph below]*

Record professions or occupations as separate elements, as parts of access points, or as both. For additional instructions on recording a profession or occupation as part of the authorized access point, see 9.19.1.6.

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### **9.19.1.1 General Guidelines on Constructing Authorized Access Points to Represent Persons**

*[1<sup>st</sup> paragraph & its examples unchanged]*

Make additions to the name as instructed at 9.19.1.2–9.19.1.8, as applicable.

*[examples unchanged]*

*[3<sup>rd</sup> paragraph & its examples unchanged]*

Make the additions specified at 9.19.1.2–9.19.1.8 if they are needed to distinguish access points representing different persons with the same name.

#### **Optional Addition**

Make the additions specified at 9.19.1.2–9.19.1.8 even if they are not needed to distinguish access points representing different persons with the same name.

*[remainder of instruction unchanged]*

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### **9.19.1.2.6 Other Designation Associated with the Person**

*[instruction unchanged except for addition of paragraph below just before the Optional Addition]*

For instructions on adding an other designation to an authorized access point, see 9.19.1.8.

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### **9.19.1.5 Period of Activity of the Person**

Add the period of activity of the person (see 9.3.4) if needed to distinguish one access point from another. Make this addition when the person's date of birth or date of death is not available (see 9.19.1.3).

EXAMPLE

*[caption "Addition of a Period of Activity" deleted in 1<sup>st</sup> example box -- examples unchanged; examples in 2<sup>nd</sup> example box moved to 9.19.1.6]*

**Optional Addition**

Add the period of activity of the person even if there is no need to distinguish between access points.

*[examples unchanged]*

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**9.19.1.6 Profession or Occupation**

Add the profession or occupation (see 9.16) if needed to distinguish one access point from another. Make this addition when the person's date of birth or date of death is not available (see 9.19.1.3).

EXAMPLE

*[examples below are from former 9.19.1.5 with caption deleted]*

Johannes (Notary)

A. K. (Musician)

Chris (Rapper)

Hancock, Mary (Architect)

Butler, Jean (Composer)

Hall, Daniel (Tax collector)

Orr, Marjorie (Veterinarian)

Watt, James (Gardener)

Brown, Carol (Flutist)

**Optional Addition**

Add the profession or occupation even if there is no need to distinguish between access points.

EXAMPLE

Hernandez, Hector, 1980– (Chemical engineer)

Schindler, Betsy (Art therapist)

Filippov, A. I. (Aleksandr Ivanovich) (Professor)

**Profession added by an agency in the United States**

Ahmed-Sheikh, Tasmina (Solicitor)

**Profession added by an agency in Scotland**

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### 9.19.1.7 Other Term of Rank, Honour, or Office

Add a term indicative of rank, honour, or office if the term appears with the name (see 9.4.1.9) if needed to distinguish one access point from another. Make this addition when the person's date of birth or date of death is not available (see 9.19.1.3).

#### EXAMPLE

Wood, John, Captain

**"Captain," a term indicative of rank, added to distinguish the authorized access point from another**

Shah, Seema, Ph. D.

**Abbreviation for an academic degree added to distinguish the authorized access point from another**

#### **Optional Addition**

*[paragraph & 1<sup>st</sup> example below from former 9.19.1.6; 2<sup>nd</sup> example from 6JSC/BL/19/Sec final]*

Add a term indicative of rank, honour, or office even if there is no need to distinguish between access points.

#### EXAMPLE

Appleby, Robert, Sir

**"Sir," a term of honour for a knight, added to help identify the person**

Bennett, Carolyn, MP

**Abbreviation for Member of Parliament added to help identify the person**

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### 9.19.1.8 Other Designation

Add an appropriate other designation (see 9.6.1.9) if needed to distinguish one access point from another. Make this addition when the person's date of birth or date of death is not available (see 9.19.1.3), and an other designation associated with the person (see 9.19.1.2.6) is not applicable.

#### EXAMPLE

*[examples below are from former 9.19.1.7]*

Nichols, Chris (Of the North Oxford Association)

Lang, John (Brother of Andrew Lang)

Budd, Henry (Cree Indian)

Yaśodharā (Wife of Gautama Buddha)

Independent Burgess (Of Nottingham)

***Optional Addition***

Add an other designation even if there is no need to distinguish between access points.

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**9.19.2.1 General Guidelines on Constructing Variant Access Points to Represent Persons**

*[instruction unchanged except for 2<sup>nd</sup> paragraph below]*

Make additions to the name, if considered important for identification. Apply the instructions at 9.19.1.2–9.19.1.8, as applicable.